

Employee Request for Annual Leave

Employee Name:

Sam Cihmes

I request PAID leave from work as follows:

Commencing:

27 / 7 / 21

Ending:

Number of days to be taken:

1 DAY

I request UNPAID leave from work as follows:

Commencing:

Ending:

Number of days to be taken:

Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature:



Authorised by:



R.C. Hayhoe:



M. O'Brien :





Office use only:
Days remaining

16